

Devens Regional Household Hazardous Products Collection Center

Oversight Committee Meeting

March 15, 2012, 8:30-10, Devens DPW

Meeting Minutes

Attendees:

- David Blazon (Devens), Laura Caron-Gustus (Lunenburg), Jim Clyde (Littleton), Tessa David (Program Manager), Tom Delaney (Groton), Rich Nota (Harvard), Don Lowe (Bolton), and Donald Klein (Townsend).
- Public present: Dona Neely
- Member town not represented: Ayer and Lancaster

Welcome:

- David Blazon, Chaired the Meeting.
 - MOTION: Don Lowe made the motion to accept the minutes from the January 24, 2012 meeting, Donald Klein seconded the motion and it passed unanimously.

Operations sub-committee report

The committee learned about a couple taped presentations Tessa co-conducted at NRWA on HHW as well as an opportunity to post free ads sponsored by Covanta Energy in Nashoba Publishing local papers. Additionally, banners and yard signs may be sponsored for communities to use. Communities are encouraged to renew promotional efforts through current local channels.

Administrative duties were reviewed and it was determined 10 hours per month for 12 months is reasonable.

- MOTION: Don Lowe made a motion to accept Program Manager's agreement amendment to include 10 hours per month for administrative time, Rich seconded the motion and it passed unanimously.

The committee agreed that the reinstatement of the Load Estimator position will allow the Program Manager to identify and institute more cost savings practices. Offer will be made to candidate that has regularly volunteered at collections, Lee Davy. Agreement will be the same as program manager but without insurance requirement per prior Oversight Committee meeting. Legal to be asked if a hold harmless waiver is needed.

- MOTION: Rich made a motion to accept Load Estimator position, Laura seconded the motion and it passed unanimously.

Operations:

- Cost containment strategies were discussed for operation procedures.
 - Analyze Waste segregation categories for most efficient handling.
 - Isolate waste oil from other flammables because it can contain PCBs which increase costs \$650-900 per drum. Additional segregation drums & oil/gas mix separate from other flammables.
 - Members interested in Waste Oil, Harvard, Groton, and Lancaster.
 - Separate oil & latex paint in flex bins
- Calculate Clean Harbors labor versus Program Manager processing-incentive difference noted
- Allow non-local towns to attend under separate cost structure
- Ask attendees if commercial

Capital:

- It was determined that the roof should be delayed until funding can be assured.
- DEP will be requested to extend the expenditure deadline for fund balance of \$7877 which was earmarked for the roof.

Plan promotion:

- Covanta will pay for Ad, signs & banners as long as Mercury products are on the list and include www.keepmercuryfromrising.org. Banner sizes need to be determined
- Press release, article updated
- Presentations NRWA (taped) & Rotary
- Potential new member Shirley, 2/13 Tessa gave another presentation
 - Requests that population that are not users (prison) be removed from calculation
 - Currently asking departments & donors to contribute
 - Also exploring instituting additional resident fee
- Potential new member Boxboro. LELWD not currently supporting funding

Administrative

- Tier 2 Reporting submitted 3/1

Finance sub-committee report

The committee reviewed financial modeling and determined:

- Roof should not be pursued until operating costs are balanced
- Roof fund reserves should be used to buffer operating costs
- An extension of DEP grant which has an end date of June 30 should be requested to maintain fund balance of \$7877.
- Lower price points (\$10 for up to 2.5 gallons/pound and \$20 for up to 5 gallons/pounds) should be promoted to encourage participation.
- MOTION: Rich made a motion to promote a minimum load of \$20 for up to 5 gallons/pounds, Don Lowe seconded the motion and it passed unanimously.
- Participation and revenue should be reviewed after first quarter of second year to determine if fees should be increased and if roof is feasible. If roof is not deemed feasible an alternative expenditures for the DEP grant fund balance should be identified.

The committee also discussed that the goal is to meet quarterly and have subcommittees meeting in between.

Next Meeting Date:

- Oversight Committee May 10, 8:30am?

Submitted by Tessa David